

Town of Stow Planning Department

Position Title:	Assistant Planner/GIS Administrator
Employment Status	Full Time
Hours	37.5 hrs./week (Monday – Friday, 9am – 5pm)
Compensation	\$49,381 – \$52,314 (Step Grade)
Employment Benefits	Town of Stow
Supervisor	Town Planner
Application Deadline	May 4, 2016

Position Purpose

The Town of Stow (pop. 6,747) is a growing residential community, known regionally for its orchards, golf courses and open spaces. Through its commitment to planning, Stow retains an appreciation for the balance between development and community character - always mindful of the Town's rural, agricultural history.

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The Planning Department seeks a full time, team oriented Assistant Planner/GIS Administrator to support advancement and implementation of the Town's evolving community vision. The Assistant Planner / GIS Administrator will report to the Town Planner and support the Planning Board in coordinating the review of municipal planning and zoning programs under the provisions of M.G.L. Ch.40A, the Town of Stow Zoning Bylaw and the Planning Board's Rules and Regulations. The ideal candidate is an organized administrator, analytical and detail oriented, yet able to communicate effectively with Town committees and the public. The Assistant Planner / GIS Administrator will spend approximately 75% of his/her time conducting research for planning efforts, reviewing projects and zoning bylaw and regulation updates, as well as supporting ongoing implementation efforts for Town projects and plans. Approximately 25% of time will be allocated to maintaining and updating the town's GIS system, including ongoing maintenance of the GIS database, organizing and creating new data sets, and supporting Town Departments as needed with mapping and spatial data management. The Assistant Planner / GIS Administrator will rely on a high degree of accuracy and organizational skill to maintain records, budgets, and deadlines associated with various notice requirements and Planning Board procedures. The position requires responding to daily inquiries with the public, assisting town Departments and regional organizations and supporting the Planning Board during public meetings and hearings. The Assistant Planner position demands professionalism, responsibility, and tact. The ability to communicate effectively through writing, public speaking, and social media formats is essential.

Essential Planning Functions

The essential functions and duties include, but are not limited to the following:

- Assists residents and petitioners with applications and interpretation of issues related to planning and zoning policies and procedures under the direction of the Town Planner.
- Accepts filing of all Petitions and Applications to the Planning Board. Solicits engineering review and coordinates aspects of follow up application review.
- Provides supportive research and analysis regarding various Town and regional planning efforts associated with the Planning Board's priority work plan
- Supports and contributes to team atmosphere of Town Department staff
- Develops and implements outreach strategies around Town Planning efforts
- Attends evening board meetings and prepares meeting minutes; attends sub-committee meetings and provides administrative support, as needed
- Maintains Land Use records database
- Regularly maintains website and social media platforms, including planning blog and Facebook page

*Town of Stow
Assistant Planner / GIS Administrator*

Essential GIS Administrator Functions

- Design and maintain geographic map layers and attribute information utilizing ESRI software
- Develop, update and maintain GIS data sets, including various resource areas and public/utility infrastructure
- Maintain ongoing catalog of data collected via geo-locational devices
- Provide basic support to GIS users in Stow Town Departments
- Digitize hard copy plans for compatibility with ArcMap software
- Perform analyses of geographic data and provide map displays to support reporting and decision making needs within Town government

Recommended Qualifications

Education, Training and Experience

Bachelor's degree in urban/regional planning or related field and 3-5 years related experience; or Master's degree in urban/regional planning or related field, and 1 -2 years related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform essential functions of the position. Experience with applicable Massachusetts planning laws and regulations preferred.

Knowledge, Ability and Skills

- Knowledge of general urban/regional planning theory and practice
- Knowledge of municipal planning and public notice requirements, including applicable Federal, State and local laws and regulations, particularly Ch. 40A – MA State Zoning Act
- Ability to read and interpret engineering and development plans.
- Manage multiple and varied planning projects and processes with strong attention to detail, including but not limited to coordinating public meetings, developing surveys, analyzing and communicating qualitative and quantitative data.
- Able to cultivate positive relationships with various town and regional departments and agencies, as well as members of the public
- Excellent verbal and written communication and organizational skills (customer service skills)
- Knowledge of office practices and procedures and the ability to organize time, work and accurate records independently.
- Skilled in computer usage including Microsoft Office Suite (Word, Excel, and Power Point etc.) and other data base programs used by the Town
- Familiarity/ability to work with social media platforms, including Facebook, blog platforms, etc.
- Experience with ESRI's ArcGIS software, including creation and editing of datasets, digitization, map production, and database management

How to Apply

Interested applicants should submit a hard copy of cover letter, resume, and completed Town of Stow employment application to Karen Kelleher, Town Planner, at 380 Great Road, Stow, MA 01775 by Friday, May 4th at 4pm or email an electronic copy of the required materials to planning@stow-ma.gov. Employment Applications can be found at www.stow-ma.gov.

Posted: March 31, 2016